
Duties of the OOD

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1. Role of the OOD

- 1.1. The OOD role, in conjunction with your Safety Officer and Assistant Duty Officer, is to facilitate members' and guests' sailing and racing and to ensure the safe running of the club during the advertised sailing times. The primary role of the ADO is to help provide rescue cover but they should be available to help you start and finish the racing and to help enter the race information into the Race Management System if conditions permit.
- 1.2. If there are other organised activities at the club you will need to co-ordinate with the activity leaders; training team or Junior Squad leader.

2. Preparation

- 2.1. It is the responsibility of members to perform the duty allocated or arrange a swap to perform another duty. All officers should confirm their duty on DutyMan or arrange a swap as soon as possible; this significantly reduces the amount of time and effort spent by others to ensure that club members have the support they are expecting on the day.
- 2.2. A week beforehand check DutyMan for confirmation of ADO and Safety Officer. If either has not confirmed contact them to remind them. If there is a problem or they can't be contacted let the Monthly Duty Officer know.
- 2.3. All sailing duty officers are required to be at the club at least one hour before the sailing is timetabled to begin.
- 2.4. Check the weather forecast and ensure you have appropriate kit including buoyancy aid; **IN AN EMERGENCY YOU MUST BE PREPARED TO GET WET TO HELP AFFECT A RESCUE; WEAR APPROPRIATE CLOTHING.**

3. On Arrival

- 3.1. Make sure the premises are unlocked - Clubhouse (front and side doors), Nissen hut, both toilets, men's changing room. Most keys are on a single ring located on the hinge door jamb inside the bosun's store at the rear of the clubhouse. Keys for the lavatories and gents changing room are located behind the entrance door to the clubhouse.
- 3.2. Check that all the power switches are ON by lifting the "Commodores Board" and pressing the top GREEN button.
- 3.3. If heating is required, press the lower GREEN BUTTON. Should the heating fail to engage, twist the RED button to the left and try again.
- 3.4. Liaise with the Safety Officer and ADO to ensure that the VHF radios are working and rescue boat(s) are prepared (anchor, throwing line, plenty of fuel). The key to the Boathouse and the Fuel Store is located on the door jamb inside the Bosun's store room door at the rear of the Clubhouse, this is on a white buoyancy ring. The key to Charity is also stored here and is on a red buoyancy ring.

4. General preparation for racing

- 4.1. Put up Red Ensign on flagpole, this should be the highest flag.
- 4.2. Get other flags ready for races; see details within Race Procedures (section 7).
- 4.3. The race equipment should be in the Committee Boat; Flagstaff, flags, aerosol backup horn, course board and numbers. Set up the start watch, this is attached to the mast of the flagstaff in the Committee boat.
- 4.4. Power on the PC, screen and printer at the mains switch on the wall and check there is paper in the printer.
- 4.5. Print and fill out, with your name, date, and race series name and number, and display Race Entry Sheet on the clip adjacent to the course board in the Clubhouse. Please note there are different Race Entry Sheets for Day Series or Class Racing, available on the PC desktop.
- 4.6. Check for other activities on the water, e.g. RYA training and agree on sailing areas that minimise risk of collision.

5. Safety

- 5.1. The OOD can impose restrictions on activities or stop all sailing if conditions are such that it is deemed to be unsafe for members to be on the water. If in doubt discuss with the members at the club during the day; there will probably be somebody there who is more experienced than you who will be more than willing to advise or help out. Criteria to consider:
 - 5.1.1. Weather conditions
 - 5.1.2. Number of boats sailing
 - 5.1.3. Experience of sailors
 - 5.1.4. Number of people who can be asked to help out; e.g. members present but not sailing, could help out in another rescue boat?
- 5.2. In the event of an accident, emergency or major incident the SDO will ensure that the club procedures are followed. These are available in the clubhouse and [here on the club website](#). Please Familiarise yourself with them. A step by step guide is at the club next to the telephone for use in an emergency.
- 5.3. All members and visitors are required to wear a buoyancy aid while afloat or on the jetties. Sometimes even the most experienced can forget to put one on. Please keep an eye out for those who may have forgotten and remind them if needed. If running an event a reminder should be part of any briefing to participants.

6. On Departure

- 6.1. File original race recording paperwork with race entry sheets in the folder provided in case of any later dispute over timings or results
- 6.2. Print out and display the Results sheets for the sailors.
- 6.3. Check the beach for lost property and equipment that may have been removed from the Clubhouse, chairs, crockery etc.
- 6.4. Report any boats that are not tied down to the Beachmaster or in his absence to any Officer.
- 6.5. Take down all flags and equipment and re store correctly. If there is anything which is not working please report it to the Sailing Secretary, sailsec@shropshiresailingclub.co.uk
- 6.6. Check that the urn is unplugged and turn all power & light switches off. When you go out of the Clubhouse push the red button next to the door, this turns off the mains power supply. Lock up all doors and the entry gate when leaving.
- 6.7. If other members wish to stay after your departure ensure that they take on the responsibility of locking up. If they are sailing ensure there is a appropriately qualified volunteer to continue safety cover.

7. Race Procedures and Race Management System Instructions

All racing is carried out in accordance with the SSC Sailing Instruction which can be found on the website. Please familiarise yourself with them.

- 7.1. On normal Sunday Race Series days, other than Day Series, the morning races are run back to back, immediately after each other. The afternoon races are a pair of back to back races. One or more of the following series will apply:

Race	Description
Morning Race Series:	
1 st Race:	Pursuit Race based on 30 minutes duration.
2 nd Race:	Average Lap Time (ALT) Race of approximately 30 minutes duration. Starts back-to-back with finish of 1st race
3 rd Race:	Average Lap Time (ALT) Race of approximately 30 minutes duration. Starts back-to-back with finish of 2nd race
Afternoon Race Series:	
1 st Race:	Pursuit Race based on 30 minutes duration.
2 nd Race:	ALT Race of approximately 30 minutes duration. Starts back-to-back with finish of 1st race

- 7.2. Try to maintain race start published times. The later you start the last race the later everybody, especially you, (who is supposed to lock up) gets home!
- 7.3. The Race Management System (RMS) front menu will have started automatically. Click 'Data Entry' button
- 7.4. There are essentially two stages in the operation of the Race Management System:
 - 7.4.1. Stage 1: Entry of boats and competitors.
 - 7.4.2. Stage 2: Entry and calculation of race results.
- 7.5. Entry of Boats and Competitors
 - 7.5.1. A list of races scheduled for today's date will automatically be presented. Click the selected race.
 - 7.5.2. Enter details of boats and competitors from the Sign On sheet. Use the drop down lists as far as possible. (If a boat or competitor cannot be found in a list then type the new name into the relevant field, answer any subsequent prompts, and click YES to save to the database). For subsequent races in the day, for

example the second of a pair of back to back races, you can pre-populate the screen for the next race with competitors by clicking on the 'Populate' button, and then deleting or adding further competitors.

7.5.3. Click 'Print Race Sheet' button and take the printed sheet with you on the water. (Print sheets for all races when back to back).

7.5.4. If it's a Pursuit Race click 'Calculate Pursuit Times' button. Enter the race duration in minutes (normally 30 mins, but if the slowest Class is a Mirror then enter 35 mins and if an Optimist then enter 40 mins). Click 'OK' and Print the Start Times sheet displayed. Write the Pursuit start times on the blackboard beside the course board and take the printed sheet with you on the water. (If you have an Optimist start, it is advised that you try to start the race 5 minutes ahead of the scheduled start time to avoid delays in starting later races in the day). This slowest Class will start at 0.00 (the first start signal).

7.6. Entry and Calculation of Race Results

7.6.1. Return to the data entry screen for the race just completed (from the RMS front menu click 'Data Entry' button and select the required race from the list).

7.6.2. If it is a Pursuit race enter the 'on the water' finish position in the 'Overall Points' column. Junior series points will be calculated by the system.

7.6.3. If it's a ALT race for each boat, click in the Elapsed Mins box. A window will open called 'Enter Elapsed Time'. Enter the elapsed time in minutes and seconds. If you are using Average Lap Times then also enter the number of laps completed. Click 'Done'. (the form will close and you will return to the data entry screen which will now display the elapsed time in decimal format and number of laps). Repeat for each boat.

7.6.4. If the race is part of a Day Series then Personal Handicaps will be used

7.6.5. If a boat DNF (Did not Finish) then click the appropriate box. (The system will automatically give the boat points equivalent to the number of entries plus one).

7.6.6. When you have finished entering times for all the boats, click the 'Calculate Race Points' button. Main series points and Junior series points will be displayed.

7.6.7. If you wish to award points to the OOD (only permitted if this is the second or subsequent duty performed by the OOD this season) then click the 'OOD Points' button and select the OOD's name from the list (the system will automatically award 4 points to that person).

7.7. Printing of Race Results.

7.7.1. After each group of races, or at the end of the day, print the results by clicking on the 'Print Race Results' button. Display the results sheet on the wall above the Sign On desk.

7.8. End of racing

7.8.1. When all race data has been entered and results printed for the day, click the 'Exit' button to return to the front menu and click the 'Exit' button again to close the Race Management System. This will also email the race results to the Sailing Secretary.

7.9. To shut down the system click "Start", "Turn off Computer" and "Turn Off" to power down the computer. Then switch off at the wall socket

7.10. These instructions may also be found on the wall above the PC in the office

8. Setting the course

8.1. All races will start from a start line laid between the Committee boat and pink start buoy (the gate).

8.2. The start line should be:

8.2.1. The Start / Finish Line must be about a third to a half way up the first, windward, leg.

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- 8.2.2. Perpendicular to the wind with minimal bias
 - 8.2.3. Approx 10 boat lengths long
 - 8.2.4. Approx 10 boat lengths upwind of leeward mark
 - 8.2.5. Drop a PINK buoy at port end of the line
 - 8.2.6. Position committee boat at starboard end of the line
 - 8.2.7. Drop your anchor well upwind of where you want the committee boat to end up, leave some spare anchor warp
 - 8.2.8. Make minor adjustments upwind / downwind using the anchor warp.
 - 8.2.9. Burgee on flag pole should be pointing at the windward mark and 90 degrees to the port end PINK buoy (at the mid point of the windshift range)
 - 8.3. Pursuit races - use as many marks as possible (avoiding wind shadows) to make for more interest. **Boats do not have to go through the gate on each lap.** (Note that if a different course is anticipated for a subsequent ALT Race then this course should also be displayed in the Clubhouse, or alternatively use the course board on the Committee Boat).
 - 8.4. ALT races – use 3 or 4 marks (triangle of trapezoid) to make for about 10 mins / lap for fast boats. **The boats have to go through the gate on each lap to record a lap time.**
 - 8.5. First leg – a beat, as long as possible. Ensure windward mark is not in a significant wind shadow. If necessary, move mark away from trees. If length of chain is insufficient then substitute for a PINK buoy, O or X
 - 8.6. First mark – port rounding (the rules are written for port rounding at the first mark)
 - 8.7. Try to have:
 - 8.7.1. a run (gives sailors decisions to make downwind)
 - 8.7.2. a reach (beware: spinnaker boats struggle if too tight)
 - 8.7.3. at least one good beat.
 - 8.7.4. No fetches (a leg when fairly close hauled between two marks but no tacks needed)
 - 8.7.5. No loops at marks
 - 8.7.6. No hook finish.
 - 8.8. Use the course board on the committee boat. Red numbers = port roundings, green = starboard. For Class races, where number of laps is required, use the black number boards.
 - 8.9. If significant change in wind direction, then don't be afraid to change the course or reset the start line when on the water, **BUT ONLY BEFORE THE WARNING SIGNAL.** If necessary stop the start sequence.

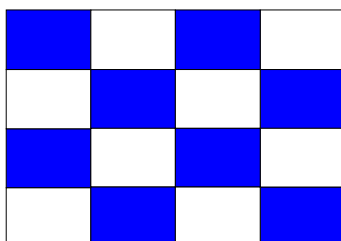
9. Race Control

- 9.1. To remain in control of the race, the Race Officer must, at regular intervals:
 - 9.1.1. Check Safety
 - 9.1.2. Check the weather conditions (that the crews can handle stronger winds)
 - 9.1.3. Check that safety craft are:
 - 9.1.3.1. still operational
 - 9.1.3.2. are aware of boats which appear to be in trouble
 - 9.1.3.3. are giving priority to people and not boats
 - 9.1.4. Time boats and record it
 - 9.1.5. calculate the approximate finishing time
 - 9.1.6. record each boat as it completes a lap

- 9.1.7. keep track of the leader
- 9.1.8. keep track of tail-enders


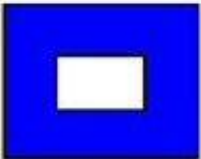
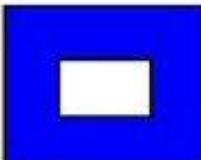
10. Race Abandonment






- 10.1. You may abandon a race for any of the following reasons:
 - 10.1.1. foul weather
 - 10.1.2. insufficient wind, making it unlikely that any boat will finish within the time limit
 - 10.1.3. a mark missing or out of place (drifting)
 - 10.1.4. any reason affecting safety, e.g. Rescue boat breakdown
 - 10.1.5. any reason affecting fairness, e.g. Failure to record boat positions
- 10.2. Raise Code flag N and attract sailors attention by using the horn



11. Instructions for a Pursuit Race

- 11.1. Prior to leaving shore the OOD should ring the bell outside the Clubhouse in order to advise sailors that the Committee Boat is going to the start area. This is only a warning it is not a set time prior to the first signal.
- 11.2. Use the race timing clock mounted on the Committee Boat mast, ensure it is set ready for the 5 minute count down sequence. Note that when it reaches 0.00 (the first start) the clock will automatically start to count up, enabling you to time all subsequent incremental starts. Leave the clock running for the duration of the race and it will also indicate when to sound the finish signal.



Action	Activity	Flag
At the Warning Signal (5 minute gun)	HOIST CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN	
At the Preparatory Signal (4 Minute gun)	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	




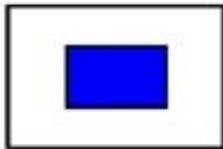
Action	Activity	Flag
At the first start – zero time	LOWER CODE FLAG R Yellow cross on red background. AT THE SAME TIME SOUND THE HORN	
After the first start	REHOIST CODE FLAG R – Yellow cross on red background	
For each subsequent start	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN REHOIST CODE FLAG R – Yellow cross on red background	
If any boats are early starters ie a boat is part or wholly over the start line at the start signal then:	SOUND HORN HOIST CODE FLAG X – Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S)	
	LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall	You cannot have a General recall in a pursuit race; you must identify all early starters. If you have a large number of boats for one start then get help for the start.	
During the Race	Record sail numbers as boats complete each lap.	
Finishing	As handicap times have been built into the start times, it is important to finish the race exactly on the specified race duration time.	

- 11.3. Incremental start times are calculated based on these race durations so it is essential to finish the race exactly in line with these durations.
- 11.4. It is advised that the race officer position the committee boat either in the vicinity of the leading boat or, when there are boats about to finish on a beat it is important to position the committee boat in line between the windward and leeward buoy in order to judge which boat is nearer to wind
- 11.5. At the completion of the race time sound horn twice hoist Flag S (blue rectangular centre with white background) take all the boat positions by driving carefully down the fleet and recording. If there are a great many boats in the fleet it may be advisable to record as many positions as possible immediately prior to the finish signal.

12. Instructions for a Handicap Average Lap Time (ALT) Race

- 12.1. ALT races are handicap races where all the boats start together, but they are different from normal handicap races in that they allow slower boats to complete less laps than faster boats, and still complete the race and record a position, whilst also enabling the OOD to finish all boats at a similar time.
- 12.2. Set a course with the marks separated by a distance that will result in the fastest boat taking approximately 10 minutes to complete a lap. (Simple triangular or trapezium courses are recommended). The Committee Boat should remain in the same position throughout the race, as the Start Line will also form the Finish Line and all competitors MUST pass through the line on EVERY lap.
- 12.3. Display the course on the course board in the clubhouse. If this ALT race is being run immediately following a Pursuit Race, then it will be necessary to display the course either prior to going on the water for the Pursuit Race, or alternatively using the course board on the Committee Boat.
- 12.4. Reset the Race timing clock mounted on the Committee Boat mast, ready for the 5 minute count down sequence. Note that when it reaches 0.00 (the start time) the clock will automatically start to count up. Leave the clock running and it will also indicate the race duration and when to sound the About to Finish signal (see below), and will then provide finish times for all boats.
- 12.5. If this ALT race is being run immediately following a Pursuit Race, then give a signal of 5 short blasts on the horn, at least 30 seconds before the 5 minute gun, to advise competitors that you are on station.

Action	Activity	Flag
At the 5 minute gun (5 minutes before the first start)	HOIST CODE FLAG R Yellow cross on a red background AT THE SAME TIME SOUND THE HORN	
At 4 minutes	HOIST CODE FLAG P White rectangular centre/blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At the start – zero time	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN	
If any boats are early starters ie a boat is part or wholly over the start line at the start signal then:	SOUND HORN HOIST CODE FLAG X Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S)	

Action	Activity	Flag
	LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall, only use if too many boats to identify are early starters	SOUND HORN HOIST FIRST SUBSTITUTE FLAG Yellow horizontal triangle with blue background. REHOIST THE NUMERAL PENNANT FOR THAT START	
The recalled start will be 5 minutes after the last start	LOWER THE FIRST SUBSTITUTE AND THE NUMERAL PENNANT AND RECOMMENCE START PROCEDURE AS ABOVE	
Boat numbers and timed should be carefully recorded EVERY time they pass through the Start / Finish Line. It is essential to keep track of the number of laps each boat has completed.		
Approximately 25 minutes (or 45 minutes in the case of Day Series races) after the start	Sound the 'About to Finish' sound signal. It is recommended that this is sounded when there is a gap in the fleet, and the first of a group of boats is approaching the Leeward mark. If there is no obvious gap then it is recommended that the signal is made as the LEADING BOAT of one of the slower classes approaches the Leeward mark. HOIST FLAG S (Blue rectangular centre with white background). SOUND HORN TWICE	
All boats finish the next time they cross the line.	However NOTE that any boats in a position <u>between the leeward mark and the finish line</u> at the time of sounding the About to Finish signal, <u>must complete another whole lap.</u>	
As boats finish :	SOUND HORN RECORD THE FINISH TIME ON THE RESULT	

12.6. The Average Lap Time for each boat is then calculated by dividing their finish time by the number of laps completed. For normal Sunday Race Series days, final positions are then calculated by applying RYA PY boat handicaps to the ALT as described below. For Day Series days, the ALT must be grossed up by multiplying by the number of laps sailed by the fastest boat, before applying the Personal Handicap adjustment, and then the RYA PY boat handicap as described below.


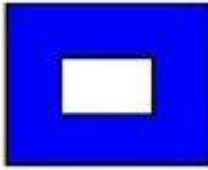
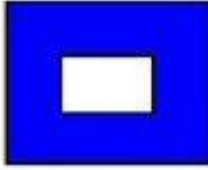

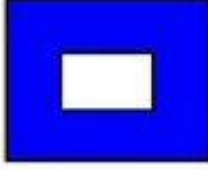
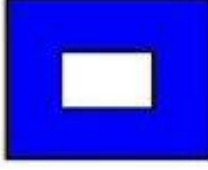


13. Class Day Series Racing



- 13.1. There is no entry fee
- 13.2. There will be 4 ALT handicap races per day; the best of 3 are to count
- 13.3. All club preferred classes (Laser 2000, FF15, all Laser 1 types [full, radial, 4.7], Solo and the Menagerie Class)

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- 13.4. There will be a separate 'youth class' open to juniors sailing in any boat class
 - 13.5. There should be a minimum of 2 boats racing in each class.
 - 13.6. If a class cannot field 2 boats then the 1 boat from that class may join the menagerie fleet for the day should that action provide sufficient boats to form a menagerie class. Should this occur and more boats from the non-menagerie class subsequently turn up, they shall not form their own class unless or until there are a minimum of two boats racing in the menagerie class.
 - 13.7. If possible and practical, each class should have their own start. Countdown can be reduced to a minimum of three minutes for each class. It would be useful to arrange starts such that the start for one class is also the start of the countdown for the next class. At the OOD's discretion a single start for all classes may be adopted.
 - 13.8. Results accuracy has become important as handicaps can vary greatly within class (Picos, Lasers, Single Handers in two handed boats, 'No Kite' options for Laser 2000's and the obvious variations in the menagerie 'class'). Given this, accurate timings must be taken for each lap and the club race system used
 - 13.9. The OOD may elect to finish a boat early using the Average Lap Time (ALT) system.
 - 13.10. It will be possible for a junior to win both overall and junior prizes (for example, a junior in a Laser wins both the class and junior prize)
 - 13.11. There will be prizes - for adult crews, a bottle of wine, for junior crew, a presentation salver
 - 13.12. All the results will contribute to the overall Class Day Series trophies, 12 overall, 6 to count (or pro-rata if less than 12 sailed) for which the new glass class trophies will be awarded at prize giving

14. Instructions for a Class Race (Club Open Meetings And Club Regatta Days)

- 14.1. Select course and display it on the course board in the clubhouse as soon as possible before the 5 minute gun or alternatively use the course board on the Committee Boat.
- 14.2. From the Race Entry sheet, determine the number of Classes and separate starts that will be required. All Classes with four or more entries, plus a Fast and a Slow Handicap, are to have results recorded and prizes awarded, separately. Classes may be grouped into Starts, fast Classes with the Fast Handicap, slow Classes with Slow Handicap, and then perhaps two other Starts for medium speed Classes. In practice it is recommended to have a maximum of FOUR separate starts. A different Code Flag will be required for each Start.
- 14.3. Display the sequence of Starts and Classes, their Code Flags, and the number of laps for each, next to the Course Board. Make a note of these on the Race Results sheet to take with you in the Committee Boat. Try to keep the race to about 50 Minutes for the fastest Class. Starts should be at 3 minute intervals following the first start, with fastest Classes starting first. Ensure you have sufficient Code Flags with you in the Committee Boat.
- 14.4. Prior to leaving shore the OOD should ring the bell outside the Clubhouse in order to advise sailors that the boat is going to the start area. This is only a warning it is not a set time prior to the first signal.
- 14.5. Use the Race timing clock mounted on the Committee Boat mast for this purpose. It can be set to 5 minutes and will then count down, giving sound signals to you. It then, without resetting, counts up to indicate further start times and will provide finish times for handicap Classes.

Action	Activity	Flag
At the 5 minute gun (5 minutes before the first start)	HOIST CODE FLAG R Yellow cross on a red background AT THE SAME TIME SOUND THE HORN	
At 4 minutes	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At the first start – zero time	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN IF THERE IS A SECOND START HOIST ANOTHER CODE FLAG	
At zero + 1 minute	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At zero + 2 minutes	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At zero + 3 minutes	LOWER CODE FLAG FOR SECOND START AT THE SAME TIME SOUND THE HORN IF THERE IS A THIRD START HOIST ANOTHER CODE FLAG REPEAT LAST FOUR STEPS.	
If any boats are early starters ie a boat is part or wholly over the start line at their start signal then:	SOUND HORN HOIST CODE FLAG X Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S) LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall, only use if too many boats to identify are early starters	SOUND HORN HOIST FIRST SUBSTITUTE FLAG Yellow horizontal triangle with blue background. REHOIST THE NUMERAL PENNANT FOR THAT START	

Action	Activity	Flag
The recalled start will be 3 minutes after the last scheduled or rescheduled start	LOWER THE FIRST SUBSTITUTE AND THE NUMERAL PENNANT AND RECOMMENCE START PROCEDURE	
Record sail numbers as boats complete each lap.		
To shorten course for a Class:	The Committee Boat should be on station at the selected finish mark. As the leading boat of the Class Start approaches the last but one mark of the shortened course SOUND HORN TWICE. HOIST FLAG S Blue rectangular centre with white background HOIST APPROPRIATE CODE eg FLAG R Yellow cross on a red background	
To shorten course for another Class Start:	As the leading boat of that Class Start approaches the last but one mark of the shortened course. SOUND HORN TWICE HOIST APPROPRIATE CODE FLAG	
As boats finish :	SOUND HORN FOR FAST AND SLOW HANDICAP BOATS ONLY, RECORD THE FINISH TIME ON THE RACE RESULTS SHEET AS ACCURATELY AS POSSIBLE FOR OTHER CLASS BOATS, RECORD THE FINISH POSITION ONLY	

15. Calculating Handicaps (No computer!)

- 15.1. Classes are given a "Portsmouth Yardstick Number" which is calculated to give competitive racing. Faster classes have lower numbers than slower classes. The list (Appendix A, Table 1) comprises boats normally sailed at Shropshire Sailing Club.
- 15.2. To obtain a corrected time for boats in a handicap race convert the elapsed time, that is the time from the boats start to its finish into decimal minutes (Appendix A, Table 2). Divide this time by the Handicap Factor shown above.
- 15.3. EXAMPLE: A Laser completes a race with an actual elapsed time of 45 minutes and 34 seconds. The decimalised time is 45.5666 minutes.
- 15.4. To get the corrected time 45.5666 is divided by 1.078, (the handicap factor of the Laser), giving a final corrected time of 42.2696 or 42.27 (rounded).
- 15.5. Use of the Pursuit Race Start Times Table (see next page). Select the column for the Class of boat to start first. Read off, from the rows below, the incremental start times for all other Classes to start. All the times shown are plus minutes and seconds from the zero start. If any other Classes, not listed in the table, wish to enter, then ask for help to calculate an incremental start time.

16. Appendix A: Tables

Table 1: Portsmouth Yardsticks for SSC Boats

Class	Rig	Portsmouth Yardstick	Handicap Factor
2000		1101	1.101
2000 No Kite		1121	1.121
Buzz		1015	1.015
Enterprise		1113	1.113
Fireball		964	0.964
Flying Fifteen (0-2700)		1030	1.030
Flying Fifteen (2700-3400)		1025	1.025
Flying Fifteen (3401 onwards)		1020	1.020
GP14		1131	1.131
Gull		1363	1.363
Lark		1070	1.070
Laser		1095	1.095
Laser II		1065	1.065
Laser Radial		1136	1.136
Laser Vago XD		1064	1.064
Miracle		1210	1.210
Mirror D/H		1385	1.385
Mirror S/H		1369	1369
Nat 12		1064	1.064
OK		1103	1.103
Optimist		1665	1.665
Phantom		995	0.995
Pico Race D/H		1266	1.266
Pico Race S/H	Main only	1261	1.261
Pico Standard D/H		1334	1.334
Pico Standard S/H	Main only	1330	1.330
RS 100 8.1		988	0.988
RS Feva S		1280	1.280
RS Feva S S/H	Main & gennaker only	1320	1.320
RS Feva XL	Main, jib, gennaker	1235	1.235
RS Tera Sport		1457	1.457
Scorpion		1040	1.040
Solo		1140	1.140
Supernova		1075	1.075

Class	Rig	Portsmouth Yardstick	Handicap Factor
Topaz D/H	Main & jib	1196	1.196
Topaz S/H		1236	1.236
Topper		1341	1.341
Topper Taz		1600	1.600
Wayfarer		1107	1.107

Table 2: Seconds to Decimal Time Conversion

Seconds	Decimal	Seconds	Decimal	Seconds	Decimal	Seconds	Decimal
1	.0166	16	.2666	31	.5166	46	.7666
2	.0333	17	.2833	32	.5333	47	.7833
3	.0500	18	.3000	33	.5500	48	.8000
4	.0666	19	.3166	34	.5666	49	.8166
5	.0833	20	.3333	35	.5833	50	.8333
6	.1000	21	.3500	36	.6000	51	.8500
7	.1166	22	.3666	37	.6166	52	.8666
8	.1333	23	.3833	38	.6333	53	.8833
9	.1500	24	.4000	39	.6500	54	.9000
10	.1666	25	.4166	40	.6666	55	.9166
11	.1833	26	.4333	41	.6833	56	.9333
12	.2000	27	.4500	42	.7000	57	.9500
13	.2166	28	.4666	43	.7166	58	.9666
14	.2333	29	.4833	44	.7333	59	.9833
15	.2500	30	.5000	45	.7500		

